



Danny Rhynes Interagency Training Center
602 S. Tippecanoe Ave.
San Bernardino, CA 92408
(909) 382-2984 Fax (909) 382-4192
Email: drtc@fs.fed.us

Memorandum

DATE: November 10, 2015

SUBJECT: **Pre-Work Student Information for RX-341 Prescribed Fire Burn Plan Prep**

To: Course Participant

You have been selected to complete the **Pre-work** for the RX-341 Prescribed Fire Burn Plan Prep to be held at the Danny Rhynes Training Center in San Bernardino, CA. ***This is not a selection letter. Persons meeting the criteria below will be notified when selections are made.*** The course will commence on Monday, February 22, 2016 at 0800 hours and conclude Friday, February 26, 2016 at 1300 hours.

This course has been developed to provide a sound understanding of the duties and responsibilities associated with planning prescribed fires. It is expected that course participants have sufficient experience in prescribed burning and wildland fire operations to serve as a firm foundation for further learning.

In order to successfully complete this course you will be required to participate in group exercises and complete a prescribed fire burn plan. **Many of these exercises will require additional work at night after class. There will be a field exercise so please bring hardhat, boots, and field gear sufficient for inclement weather and adverse hiking conditions.**

Pre-study Assignment/Special Student Information: *VERY IMPORTANT!*

Pre-work completion is mandatory for class attendance and must be received by Danny Rhynes Training Center no later than Friday, January 15, 2016. You must pass the pre-work with a score of 75%. Pre-work packages have been mailed to all potential course applicants including alternates. After January 19th, going by the units priorities with tests received back, students will be selected. Non-compliance will automatically disqualify you from attending. Unsatisfactory performance in the pre-work assignment may also disqualify you from attending. Remedial training may not be provided due to the amount of materials that must be covered and additional outside work required to successfully complete this course.

Publications that will assist you in completing this pre-work can be located at:

<http://www.nwcg.gov/publications>

Complete the pre-work and mail, email or fax to:

Danny Rhynes Training Center
602 S. Tippecanoe Avenue
San Bernardino, CA 92408
drtc@fs.fed.us
Telephone: (909) 382-2646
Fax: (909) 382-4192

Specific questions related to the course pre-work, can be directed to the cadre lead, Denise Tolmie, at (559) 862-9204.

Selections for this session will be made the week of *January 25, 2016*.

IF SELECTED, THE FOLLOWING INFORMATION IS FOR THE SESSION:

In order to be able to satisfactorily complete this course, you must be proficient in the use of personal computers and the use of the fire behavior prediction software "**BEHAVE PLUS**" by the start of the course. All participants are required to bring a laptop computer and Ethernet cable. A portable printer is optional. The laptop must have some type of word processing software as well as the latest version of "**BEHAVE PLUS**" prior to start of the course. The course will move along rapidly and little time will be available for remedial work in these areas. If you do not possess these skills prior to the course, you may not be able to effectively complete the course.

Please bring with you to the course the following items:

- A copy of a completed prescribed fire burn plan for your unit.
- Fireline Handbook (PMS 410-1) & Fire Behavior Reference Guide (PMS 436-4)
- A copy of the Interagency Prescribed Planning and Implementation Procedures Guide (PMS 484, dated April 2014) AND the Prescribed Fire Complexity Guide-PMS 424 (found at: <http://www.nwcg.gov/publications>)
- Computer w/**BEHAVE PLUS**, printer, Ethernet cable, word processing software, and extra discs for exchanging data.
- Hardhat, boots and field gear/clothes for rainy weather, to be worn the first day of class since we will be travelling to the field this day.
- Field mapping and measuring instruments.

Cancellations:

Cancellations must be made two weeks prior to the course start. If a cancellation occurs after the two week cut off and the slot goes unfilled, there could be a charge not to exceed the tuition charge for the course. The last date to cancel for this course is *February 8, 2016*.

Tuition:

Your tuition cost is **\$400.00**

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attained on-line at: "nationalfiretraining.net".

Billing Information:

Forest Service (Other Regions): The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

Other Federal Agencies: The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

Other Non Federal Agencies: It is recommended that students pay with check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

Cancellations: Cancellations must be made two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. **The last date to cancel for this course is February 8, 2016.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

Travel: For travel, lodging information, and local area map navigate on the internet to the DRTC website: <http://www.fs.usda.gov/goto/sanbernardino/travel>.

Dress: Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

Any questions regarding this course may be directed to your unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at drtc@fs.fed.us.

/s/ Tracy Stelman

Acting Forest Training Officer and Danny Rhynes Training Center Manager